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Office of Training (Covert)

13 August 1951

Administrative Instruction
No. 50-1

SUBJECT: Policy and Procedure Pertaining to the Release of Training
Materials

1. The Training Division is frequently called upon for guidance and support to certain training projects, both domestic and overseas. In addition, the Chiefs of Divisions and Staffs, OSC and OPC, frequently request from the Training Division materials to be used by them in preparing overseas training activities.

2. Policy. To the fullest extent of its capabilities, TRD will attempt to meet the above requirements, subject to review of the materials concerned from two considerations:

- a. Policy and validity content
- b. Security

The security considerations will be applicable only to the materials requested for dispatch overseas. Such documents will be released, withheld or modified by the Training Division in accordance with the recommendations of an overseas training materials committee.

3. Procedure. To facilitate processing, whether for headquarters or overseas purposes, it is necessary that Divisions and Staffs submit all requests for training materials in triplicate in the form shown in Appendix A to this instruction, through appropriate channels, to the Assistant Director of Training (Covert).

a. Chief, Training Materials Staff, TRD will procure the available training or research materials and forward them to the Chief, Doctrine Development Staff, together with the basic request form.

b. The Chief, Doctrine Development Staff, will review the materials in question for validity and policy approval and will return them to the Chief, Training Materials Staff.

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c. Materials procured for other than overseas training purposes and approved by the Chief, DDS, will be returned through channels to the requesting office by the Chief, TMS.

4. Security Clearance Procedure.

a. Final security determination of the suitability of requests for overseas training materials will be made by the Overseas Training Materials Committee, based on the content of the material requested and the information outlining its intended use as provided by the requesting office.


b. The Chief, Training Materials Staff will forward the request and materials procured to the Overseas Training Materials Committee subsequent to its clearance by the Chief, Doctrine Development Staff.

c. The Overseas Training Materials Committee, after considering the materials and purposes for which they are intended, will return the materials to the Chief, Training Materials Staff, indicating its decision as being:

- (1) Approval
- (2) Conditional approval, or
- (3) Disapproval

d. The Committee shall indicate the security or other factors that must limit the use of the conditionally approved materials or the modifications required in the materials. In such instances these materials will be returned to the committee for re-examination after appropriate modifications have been made.

e. The Chief, Training Materials Staff, will forward the materials through channels to the requesting office.


Assistant Director of Training (Covert)

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